

AFDPO PRODUCT REVIEW CHECKLIST

Product Review Checklist		Departmental Forms Checklist	
MAJCOM & HQ Publications Checklist			
1. Send email with all attachments (HQ only)	✓	1. Review email from OPR for valid name, phone, office symbol, short title, and long title	✓
a. Word Document	✓		
b. AF Form 673 (HQ only)	✓	2. Include draft of new or revised form	✓
c. Graphic files (.tif, .gif, .jpeg)	✓	3. Ensure metadata is included	✓
d. .pdf for each visual aid ,GM, PM, DoD Sups & special publications	✓	4. Include AF673 completed in accordance with AFI33-360	
e. For initial coordination,, use AF Form 673 or 1768 (Staff Summary Sheet (HQ only). AF 673 required for final processing. Ensure it is filled out completely in accordance with AFI 33-360).	✓	5. HQ forms must be submitted with two letter organization coordination signatures. The two letter may designate to lower level office with the organization to provide the response and sign off on the coordination form provided	✓
2. Send email notification. Submit document via FTP for tagging (MAJCOM only)	✓		
a. Word Document	✓		
b. Graphic files (.tif, .gif, .jpeg)	✓		
c. .pdf for each visual aid ,GM, PM, DoD Sups & special publications	✓		
3. Validate Front Matter of Word Document	✓	MAJCOM Form Checklist	
a. Doc ID/Short title. Ensure file names conform to established naming conventions	✓	1. Review email from OPR for valid name, phone, office symbol, short title, and long title	✓
b. By Order Statement	✓	2. MAJCOM form request must include: .xfu (unlocked form) and .xfdl (locked form) versions. Examples: USAFE606.xfu and USAFE606.xfdl	✓
c. Publication Short Title	✓	3. Completed package will include appropriate email/OPR information, unlocked and locked versions of the form	✓
d. Publication Date (TBD)	✓	4. Ensure metadata is included in the unlocked (“xfu”) form	✓
e. Series Number - Must agree with title (e.g., 10/Operations	✓		
f. Long Title	✓		
g. Accessibility Statement	✓		
h. Releasability Statement	✓		
i.. OPR: Command/Office Symbol	✓		
j. Certified By Line: (e.g., 844 AFCA/CC (Major John Smith)	✓		
k. Supercession Line (required only if document is a revision)	✓		
l. Number of Pages	✓		
m. Summary of Changes Paragraph	✓		
n. If noted on AF673, ensure last two paragraphs are prescribed and adopted forms	✓		
o. Authentication Line at the end of the document’s last paragraph	✓		